



BLOCK PARTY PERMIT APPLICATION

- A. Site Location _____
- B. Applicant _____
- Phone _____ Email _____
- Address of Applicant _____
- C. Conditions
1. Attach a drawing showing the portion of the street to be closed. Show barricades, signing, and other traffic control devices. Closure must be in compliance with Sections 7.090 to 7.105 of the Eugene Code.
 2. If the street is a bus route, attach evidence, in writing, of approval by Lane Transit District.
 3. Describe how emergency vehicle access will be provided. _____
 4. Describe how cleanup will be provided. _____
 5. Expected attendance _____
 6. Applicant must provide proof of insurance along with a signed "Hold Harmless" agreement protecting the City from liability.
 7. For a street closure, attach a list of all properties abutting the portion of the street to be closed, along with the signed approvals of the owners, and/or tenants if property owners reside elsewhere, of such properties directly affected by the closure. If City parking lots are proposed to be rented, "abutting" shall mean residents and businesses on the side of adjoining streets opposite the requested parking lot. Provide this listing on the attached "List of Affected Properties" form. Identifying and obtaining approval of affected residents and businesses is the responsibility of the applicant. Obtaining approvals is important, since objections by affected persons after City approval generally results in cancellation of the permit.

NOTE:

- The City has the right to deny approval of a street closure or block party if the applicant fails to comply with any requirements specified.
- No alcoholic beverages may be dispensed or consumed within the public right-of-way.

D. I hereby certify that the information provided is correct, and agree to pay any fees and charges related to this permit.

Applicant _____

Date _____

FOR OFFICE USE ONLY

Conditions of permit approval: _____

Permit #: _____ Date: _____ Approved by: _____

www.eugene-or.gov/bps

Street closure permits for block parties may be obtained through the Public Works staff at the Permit and Information Center. Before an application can be approved, certain criteria must be met. The applicant must:

1. Obtain the signed approval of **all** owners of properties that (a) abut that portion of the street to be closed and/or (b) will be directly affected by the street closure. If property owners reside elsewhere, the applicant shall obtain the approval of property tenants.
2. Provide proof of insurance along with a signed "Hold Harmless" agreement protecting the City of Eugene from liability.
3. Provide for emergency vehicle access.
4. Provide proof of approval from Lane Transit District, if a bus route is affected.
5. Describe any proposed parking restrictions.
6. Provide any signing and/or barricading that the City may require for traffic control, along with a sketch of the area.
7. Provide for cleanup of the street.

NOTE: Eugene Code 4.190 prohibits the consumption of alcoholic beverages in unlicensed public places. No alcoholic beverages may be consumed or dispensed within the public right-of-way.

The time of day and the day of week will be an important consideration for approval or disapproval of the permit. **Because the application has to be approved by several departments, the applicant should allow at least ten working days for processing.**

More information may be obtained by calling the Public Works staff at the Permit and Information Center, (541)682-8400.

HOLD HARMLESS AGREEMENT

This agreement is made this _____ day of _____, 20____, by _____
_____ (applicant), in favor of the City of Eugene.

1. Applicant has applied for a street closure permit.

The closure is scheduled for _____, 20____, at or near the following location:

2. Applicant agrees to hold the City of Eugene and its officers, agents, and employees harmless from any claim for damage or for an injury arising out of applicant's activities in connection with the street closure permit. The agreement to indemnify extends to all liability of the City of Eugene, including costs of defense and attorney's fees arising from any activity by applicant, its officers, agents, or employees.

3. This indemnity agreement shall not apply to any claims arising from the City of Eugene's sole and separate negligence in connection with the street closure.

4. If suit or action is brought to enforce this agreement, or any of its provisions, the prevailing party shall be entitled to its reasonable attorney fees at trial and upon appeal.

5. If applicant is other than the individual who is signing the application, the party signing on behalf of the applicant warrants to the City of Eugene that he or she is authorized to sign this Hold Harmless agreement on behalf of the applicant, and to bind the applicant to its terms. An authorized agent must submit evidence to indicate such authority.

6. Applicant has carefully read this agreement and knows and understands its terms.

Dated this _____ day of _____, 20_____.

By: _____ (Applicant)
_____ (Title)

LIST OF AFFECTED PROPERTIES

The following list includes the signed approval of the owners of all properties abutting the portion of the street to be closed, owners of properties directly affected by the street closure, and/or approval of tenants if such property owners reside elsewhere. Signature indicates no objection to the granting of the application as requested.

Date(s) and time(s) of street closure: _____

Location (e.g. Jefferson between 17th and 18th): _____

NAME (PRINT)	ADDRESS OF AFFECTED PROPERTY	HOME ADDRESS (IF NON-RESIDENT)	SIGNATURE
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I hereby certify that the proposed block party / right-of-way use request was fully explained to the persons on this list and their approval was freely given.

Signature

Date

ROW Use Permit Application**A. Job Address** _____

Owner/Tenant _____ Phone/Cell _____ Email _____

Mailing Address _____ City/State/Zip _____

Contractor Name _____ Phone/Cell _____ Email _____

Address _____ City/State/Zip _____

B. Private use of a right-of-way (temporary/rental)☐ Construction storage/staging area☐ Block party (Include all sheets in Block Party Application packet)☐ Road Race☐ Other (Specify) _____ Area _____

NOTE: During the use of public way, applicant shall maintain commercial general liability insurance in the amount of \$500,000 combined single limit or its equivalent, to ensure all activities listed.

FEESSubtotal _____
9% Admin Fee _____**TOTAL****C. Period of use or time of construction**

From: (date) _____ (time) _____ To: (date) _____ (time) _____

D. Description of what is being proposed (Attach separate sheet if more space is needed.)

Describe any changes to or removal of traffic control devices/signs and protection of any trees, public facilities, utilities, and general public.

E. Traffic control plan required? ☐ No ☐ Yes Approved by: _____

NOTE: No work is allowed on arterial or collector streets and/or within the downtown core area from 7:15AM to 8:15AM and from 4:00PM to 6:00PM.
Street trees shall be protected per City specification LS-120. Consult with Urban Forestry at 541-682-4800 prior to any use or work within a street tree dripline and/or prior to the cutting of street tree roots.

F. As applicant, I state that I have read and understand the conditions printed on both sides of this application for using or for doing work within the public way and further state the work/use permit being sought is for the purposes stated and no other, unless expressly requested on this application and authorized by a permit. I agree to indemnify and hold the City of Eugene, its officers, agents and employees harmless from any injury or damage caused by or relating to the activities specified in this application.

Name (Please Print) _____ Signature _____ Date _____ Phone/Email _____

FOR OFFICE USE ONLY

Permit approved by: _____ Date: _____

Conditions of permit approval: _____

Permit Number: _____ Issue Date: _____

1. The applicant represents all parties and interests and shall furnish material, do all work, pay all costs, and shall, within a reasonable length of time, restore any damaged portion of the public way to a condition similar or equal to that existing before the commencement of the described work or uses, including any seeding or sodding necessary.
2. The applicant and the applicant's successors or assignees agree to hold harmless the City of Eugene and its duly appointed agents and employees against any action for personal injury or damage sustained by reason of exercise of a permit, if granted.
3. All work and construction within the public right-of-way is subject to the regulations set fourth by the Eugene City Code, and is subject to engineering standards as established by the City Engineer.
4. The proposed work, use, etc. requested shall be located and constructed to the satisfaction of the City Engineer or a duly authorized representative. No revisions or additions shall be made to the proposed scope of work on the right-of way without the written permission of the City.
5. The applicant shall at all times, conduct the work or activity in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing work or use in the public way the applicant shall provide traffic control acceptable to the City's Traffic Engineer or designee. All required traffic controls, i.e. signs, barricades, flaggers, etc., shall be furnished by the applicant. The actual work shall only be done during daylight hours, unless expressly authorized by the City.
6. The applicant shall not trim, cut, or in any way disturb any landscaping (trees or shrubbery) within said public way without the approval of the Urban Forester or a duly authorized representative.
7. The work performed by the applicant is for a bona fide purpose and not for the purpose of creating parking or areas for the servicing of vehicles on the street right-of-way. Parking on the public right-of-way is prohibited, unless authorized by the appropriate permit. Commercial, non-public signs that over hang the right-of-way are prohibited, unless expressly authorized by the City's Sign Code or appropriate permit.
8. The City reserves the right to make such changes, additions, repairs, and relocations within its statutory limits to the facilities constructed under a public property/right of way work/use permit or other appurtenances on the right-of-way as may at any time be considered necessary in the future to permit relocation, reconstruction, widening, or maintaining of the street and/or to provide proper protection to life or property adjacent to the City and/or State right-of-way.

However, in the event that a permit is granted to construct, locate, operate and maintain public utility facilities on the right-of-way the applicant utility company, upon written request by the City Engineer shall perform such alterations or change of locations of the utility company's facilities without expense at the City. Should the applicant's utility company fail to make satisfactory arrangements to comply with a request within a reasonable time, the City reserves the right to make such alterations or change of location or removal of the utility company's facilities. The applicant agrees to pay for the cost incurred.

9. A permit, when granted is effective only in so far as the City has jurisdiction and does not release the applicant from the need to check with private utility locations.
10. The application affirms that the scope of the proposal shown on submitted plans is true and correct, and binds and obligates him/herself to perform the operation in accordance with the application and related plans and to abide by the above conditions.

Public Works Engineering
Building & Permit Services
99 West 10th Avenue
Eugene, OR 97401
541-682-8400